

MEMORANDUM

From: LNCS(SW/AW) C. M. DeZwaan, Legal Division Officer
To: Chairperson, Civilian of the Quarter Awards Committee
Via: LT Kenneth R. Shook, JAGC, USNR, Station Judge Advocate

Subj: NOMINATION FOR NAVSTA CIVILIAN OF THE QUARTER AWARD

Ref: (a) NAVSTANORVAINST 12451.2F

Encl: (1) Proposed Letter of Commendation

1. In accordance with reference (a), Ms. Any Body is nominated for the Naval Station Civilian of the Quarter Award for the quarter ending 31 December 2002.

2. The following information is provided:

- a. Name - Any Body
- b. Grade - GS-7
- c. Position title - Legal Assistant
- d. Length of time employed by Naval Station Norfolk - 20 years
- e. Date of last performance evaluation and rating - July 2002, with a rating of acceptable.
- f. SSN: 000-88-9999

3. Supervisor's comments: Ms. Body is a dedicated and highly skilled supervisor who consistently goes the extra mile in the performance of all her responsibilities. She is a phenomenal performer that has unfailingly proven herself to be an experienced leader. She is an accomplished professional who can be relied upon to produce top quality work each time. Dedicated and enthusiastic, she has distinguished herself during the fourth quarter in the following manner:

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a. Served as the reporter in 10 Administrative Boards, Ms. Body was called upon to work lengthy hours at short notice. In doing so, she was responsible for the coordination of board

members, transcribing the record of proceedings, and interviewing and coordinating the appearance of witnesses. Under her thorough direction, the Commanding Officer's brief sheets, endorsements, transmittal and discharge authority letters were prepared quickly and accurately in 134 Administrative Separation cases.

b. Ms. Body knowledgeably managed three difficult administrative separation cases requiring her to liaison with Naval Personnel Command, Naval Station Norfolk, Transient Personnel Unit (TPU), Sewell's Point Medical, and Personnel Support Detachment. Her selfless devotion to duty and expeditious handling of these cases enabled the Commanding Officers of Naval Station Norfolk and TPU to save a significant amount of money and countless man-hours.

c. While continuing to carry a heavy workload, Ms. Body assisted other workcenters, drafted messages, provided notary services, was Legal Department's CFC Representative and provided assistance to 14 foreign-born Sailors applying for United States Citizenship. Ms. Body is extremely active in the welfare of the department's military and civilian personnel. She is a member of the Civilian Cafeteria Food Service Advisory Board and holds the position of Treasurer for the Naval Station Civilian Welfare and Recreation Committee. Recently, she organized the Civilian's Christmas Breakfast, which was a huge success.

d. Ms. Body serves as Legal Assistant, Administrative Separations Branch Head, to the Station Judge Advocate and the Command Legal Officer in all matters concerning administrative separation discharges. She is constantly researching files, reviewing service records and health records, and interviewing potential witnesses to complete individual administrative separation processing in a timely manner. She acts as the resident expert in procedural authority for accurate analysis in determining what type of administrative processing is appropriate for individual cases assigned to Naval Station Norfolk and Transient Personnel Unit. Additionally, she is responsible for determining the correct administrative processing for personnel assigned to Transient Personnel Unit, Personnel Support Detachment, Naval Brig, NEX, Fleet Hometown News Center, Naval Air Terminal, and various waterfront tenant commands.

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e. Ms. Body is an exceptional supervisor to the busiest branch within the Legal Department and manages her ability with unparalleled skill and maturity. She sets the standards others follow and leads by example. Ms. Body is a gracious and pleasant person who always maintains a positive attitude and willingness to help other workcenters in the department regardless of her own tremendous workload. Her professionalism and loyal service make her a definite asset to the Legal Department, Naval Station Norfolk and the U. S. Navy. Most importantly, she sets a superb example for all other military and civilian employees to emulate. Ms. Body is most strongly recommend and should be selected as your next Civilian of the Quarter.

Very respectfully,

C. M. DEZWAAN